

BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS

ADMINISTRATIVE OFFICER – TOURISM AND EVENTS

5 Year Fixed Term Contract

Introduction

The Local Government sector in Ireland comprises 31 Local Authorities. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; roads; water supply; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level.

Limerick enjoys a strategic location within Ireland's Wild Atlantic Way Region. To harness this potential to a greater degree the Council adopted a new Tourism Strategy in 2019 and is also working closely with Failte Ireland on the development of a visitor destination plan for Limerick City.

Limerick City is also identified as playing a key role in the River Shannon Tourism Masterplan being prepared by Waterways Ireland and Failte Ireland. In early 2020 the Council launched a new brand for Limerick which will play an important role in strengthening Limerick's proposition as an attractive place to visit.

Limerick City & County already has a host of amenities and attractions of interest to visitors including King John's Castle, the Hunt Museum, St Mary's Cathedral, Limerick City Gallery of Art, Limerick Museum, Peoples Museum of Limerick, Lough Gur, Foynes Flying Boat & Maritime Museum, Curraghchase Forest Park, Ballyhoura Mountain Bike Trail and historic towns such as Adare, Kilmallock and Askeaton. The Great Southern Greenway Limerick, already an important amenity will benefit from significant investment in 2020. The Council are also working towards developing other additional visitor amenities and attractions.

Limerick City & County also has a top class hospitality sector with significant hotel bed capacity. The choice of Adare Manor to host the Ryder Cup in 2026 presents enormous long term opportunities for the Limerick region. Limerick City & County Council hosts a number of civic festivals each year including Riverfest and the city and county is also increasingly attractive as a destination for events. Through the work of the Limerick Twenty Thirty DAC and significant investment underway and planned in public realm, the Council is striving to make Limerick an even more attractive place to live, invest in and visit.

Limerick City and County Council wishes to recruit an **Administrative Officer - Tourism and Events**.

The successful candidate will be required to work closely with a multi-disciplinary team within Limerick City and County Council.

Duties

The successful candidate will be expected to carry out some/or all of the duties set out below:

1. To assist in the implementation of the Limerick Tourism Strategy and work with all tourism industry partners.
2. To assist in the development of new tourist activities and support existing providers.
3. To assist in the development of new tourist attractions and support existing providers.
4. To assist in attracting new events to Limerick.
5. To assist in Council preparations for Ryder Cup 2026 working with all key stakeholders.
6. To assist in maximising sponsorship and commercial income and sales for Limerick City and County Council's festivals and events.
7. To assist with research, data gathering and analysis of emerging trends.
8. To liaise with local interests, public representatives, local development companies, the community and voluntary sector as required
9. To assist tourism business interests including accommodation, food and drink sector and transport providers.

10. To work closely with Fáilte Ireland, Shannon Region Conference & Sports Bureau, Shannon Group and other Public & Semi -State Bodies as required.
11. To assist with tourism and marketing promotion including dealing with media queries as required.
12. To manage grant application processes as required and to prepare funding applications both nationally and internationally.
13. To carry out any management and administrative duties pertaining to the role including supervision of staff and management of budgets.
14. To carry out any such other duties required by the Chief Executive of Limerick City and County Council.

The Person - Qualifications

1. Character

Candidates shall be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience, etc.

Each candidate must have, on the latest date for receipt of completed application forms

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- (a) A good general standard of education

And

- (b) Satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

Preferably, the successful candidate will demonstrate;

- Proven experience in managing relationships with a diverse group of stakeholders.
- Experience in the tourism sector

- A good understanding of, and ability to operate effectively within wider Local Government.
- Strong interpersonal skills and self-initiative with the ability to work both independently and as part of a small team.
- That they hold a current, full, clean, category B driving licence and have access to own car

Salary

Salary scale: €49,835 - €64,786. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government.

Pension

The relevant Superannuation Scheme will apply.

Hours of Work

The normal working hours are **37 hours per week**.

Annual Leave

30 days per annum.

Application Process

Completed application forms must be e-mailed to recruitment@limerick.ie no later than **Thursday, 27th February 2020**.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

Please send your application from an email address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address.

Selection Process

Candidates will initially be assessed to ensure that they meet the minimum specified criteria for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply based on information supplied on application forms and the requirements of the position.

Shortlisting:

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same. In this respect, Limerick City and County Council provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

Interview

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency.

Competency Indicators

<u>Management and Change - (100 marks)</u>
Understands the strategy formulation process and appreciation of the impact of the environment on the strategic direction (i.e. the external drivers). Understands how the key internal processes impact on how the strategy is executed and the socio-political context within which services are delivered. Manages change and implements new ways of working through use of appropriate power and superior influencing skills. Upholds the ethical and governance ethos and principles of the public service.

- Demonstrates innovation and creativity to secure successful strategic outcomes and to effectively manage change
- Understanding of the management of change in the public sector context.

Delivering Results – Delivering quality Outcomes and Ensuring Compliance - (100 marks)

Promotes the achievement of quality outcomes in delivering services, with a focus on continuous improvement.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating stakeholders and by managing resources effectively
- Demonstrates experience of planning and managing research projects successfully
- Critically evaluates outcomes and processes used to achieve them and learning from experience. Awareness and understanding of relevant programmes and their implementation.

Performance Through People – Communicating Effectively - (100 marks)

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience including senior management, government departments and elected representatives.
- Writes fluently, clearly structuring written communication and demonstrates experience of report writing and correspondence in non-routine work situations
- Advocates a realistic approach and demonstrates experience of work-based dealings with a variety of individuals/groups/agencies
- Ability to/experience of managing and supervising staff
- Demonstrates experience of coaching, delegating fairly and valuing the contribution of others
- Demonstrates experience of effective team building and team work

Personal Effectiveness – Personal Motivation and Initiative - (100 marks)

<p>Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.</p>
<ul style="list-style-type: none"> • Adopts a positive and constructive approach to work • Sets challenging standards and achieves high quality outcomes. • Responds positively to the challenges of the role. • Manages own time effectively to achieve objectives. • Demonstrates experience of managing resources and budgets in particular monitoring, assessing evaluating and adhering to them
<p>Relevant Knowledge and Skills - (200 marks)</p> <p>Has relevant knowledge and skills to carry out the duties of Administrative Officer (Tourism and Events).</p>
<ul style="list-style-type: none"> • Understanding of the role of Administrative Officer (Tourism and Events) in Limerick City and County Council • Relevant experience to date at senior level • Knowledge of policy context and implementation of local authority work and a deeper knowledge of at least one relevant section of the work • Demonstrates experience in the use of relevant IT packages including packages for statistical and other analysis • Possess research skills and administrative experience of a high standard

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

February 2020.